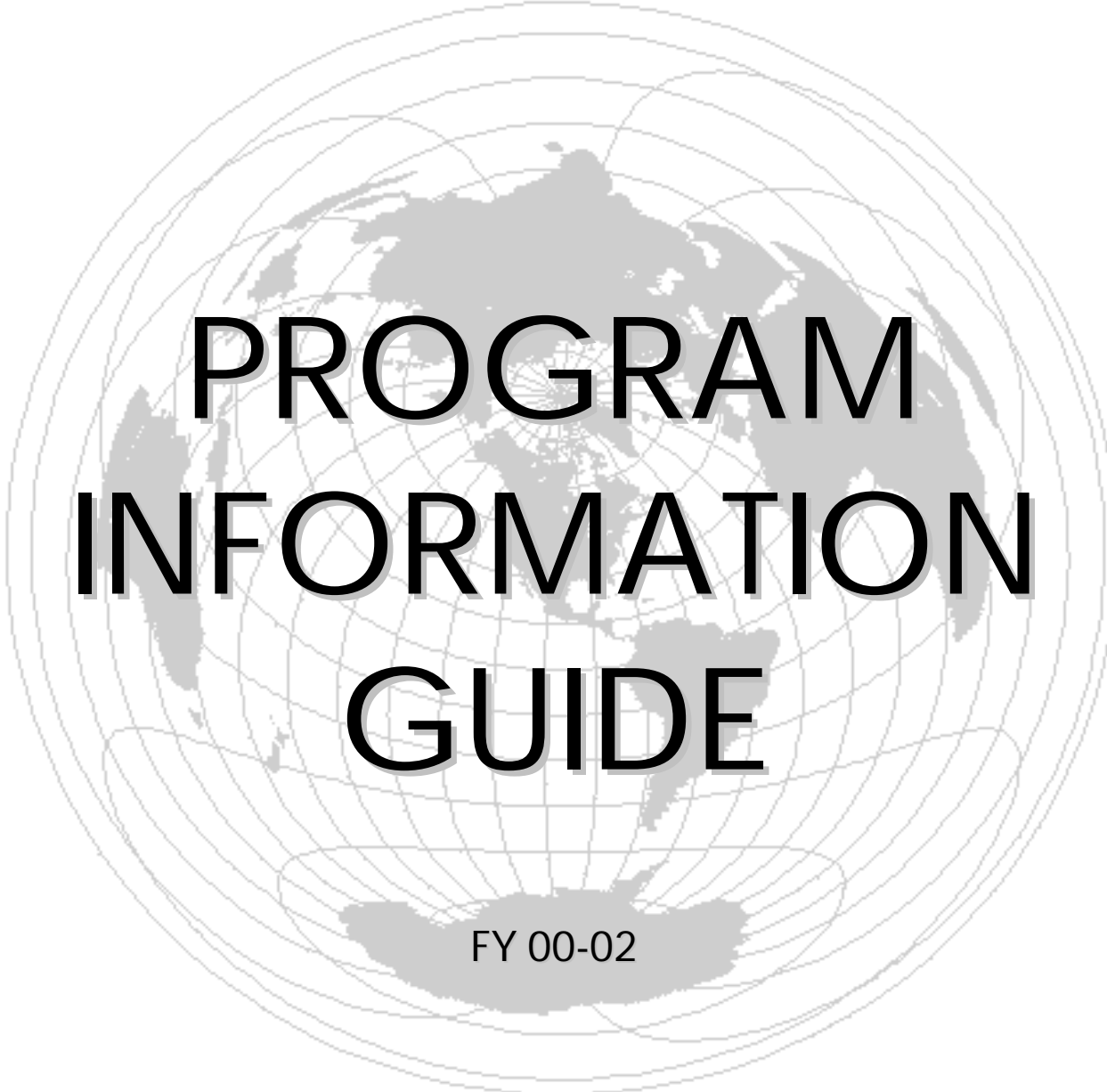NATIONAL RESOURCE CENTERS (NRC) PROGRAM
AND
FOREIGN LANGUAGE AND AREA STUDIES (FLAS) FELLOWSHIP PROGRAM

CFDA 84.015A & 84.015B

PROGRAM INFORMATION GUIDE

FY 00-02

INTERNATIONAL EDUCATION AND GRADUATE PROGRAMS SERVICE
US DEPARTMENT OF EDUCATION
WASHINGTON DC 20006-8521

PROGRAM INFORMATION GUIDE

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National Resource Centers and Foreign Language and Area Studies Fellowships Programs
International Education and Graduate Programs Service
US Department of Education • Washington, DC 20006-8521

Sept. 2000

INTRODUCTION

The Office of International Education and Graduate Programs Service (IEGPS) administers fourteen discretionary grant programs authorized under the Fulbright-Hays Act and Title VI of the Higher Education Act. Two of these grant programs – the National Resource Centers (NRC) and the Foreign Language Area Studies (FLAS) Fellowships – are the focus of this Program Information Guide (PIG).

The Program Information Guide is intended to serve as an administrative resource to assist National Resource Centers (NRC) and Foreign Language and Area Studies Fellowships (FLAS) grantees during the grant cycle, Fiscal Year (FY) 2000-02. It includes important reporting forms and information that are necessary to fulfill grant award responsibilities during the grant period, and it provides answers to the most-frequently-asked questions about NRC/FLAS grant administration.

All NRC and FLAS Team members have contributed to the overall content of the PIG, and we welcome your questions regarding the NRC and FLAS programs. If you have application development or grants administration concerns relative to a specific world area, please contact the following program specialists:

Cheryl Gibbs: *Asia and Pacific Islands*
    phone: 202-502-7634; fax: 202-502-7860; e-mail: cheryl_gibbs@ed.gov

Ed McDermott: *Eurasia, Europe and Middle East*
    phone: 202-502-7636; fax: 202-502-7860; e-mail: ed_mcdermott@ed.gov

Karla Ver Bryck Block: *Africa*
    phone: 202-502-7632; fax: 202-502-7860; e-mail: karla_verbryckblock@ed.gov

Amy Wilson: *Canada, International, Latin America*
    phone: 202-502-7689; fax: 202-502-7860; e-mail: amy_wilson@ed.gov

Grantees are encouraged to contact their program officers with any questions about their grants. If you have an urgent question and are unable to reach the program officer responsible for your grant, please feel free to contact any of the other NRC and FLAS team members, or call John Paul at 202-502-7630.

As you become familiar with the PIG during the FY 2000-02 grant cycle, the NRC/FLAS Team welcomes input on the kinds of information that should be included in subsequent editions of the PIG.

National Resource Centers and Foreign Language and Area Studies Fellowships Programs
International Education and Graduate Programs Service
US Department of Education • Washington, DC 20006-8521

Answers to Commonly-Asked NRC Questions

BUDGET QUESTIONS:

Q. *What is a project period? What is a budget period?*

A project period is the total amount of time during which the Department authorizes a grantee to complete the approved work of the project described in the grantee's application.

The NRC project period consists of three, twelve-month budget periods. A budget period is the approved twelve-month fiscal period for expending grant funds for approved activities.

The NRC FY00-FY02 project period begins August 15, 2000 and ends August 14, 2003, unless otherwise specified in the grant document. The first budget period begins on August 15, 2000 and ends on August 14, 2002, unless otherwise specified in the grant document.

Q. *Which academic years correspond to which fiscal years (FY) for the FY00-FY02 project period?* The chart below lists all three budget period dates within the current project period:

Project Year	Academic Year	Fiscal Year	Budget Period
1	2000-01	2000	8/15/00-8/14/01
2	2001-02	2001	8/15/01-8/14/02
3	2002-03	2002	8/15/02-8/14/03

Q. *What is "Expanded Authorities" and how does it affect the NRC/FLAS grant?*

Recent amendments to the Education Departments General Administrative Regulations (EDGAR) have given grantees greater flexibility in managing their projects, by eliminating the need for prior written approval from the Department for some changes grantees wish to make to their projects. Known as the "expanded authorities regulations", the new provisions permit grantees to undertake the following administrative actions without seeking prior approval from the ED program office, unless otherwise specifically stated as part of the grant terms and conditions: (1) obligate funds up to 90 days before the effective date of the grant award (i.e. start of the first budget period); (2) transfer funds among budget line items; (3) carry funds over from one budget period to the next; and (4) extend the grant at the end of the project period for a period up to one year (see Q13 for details).

Q. *Can I expend funds before the start of my grant?*

Yes, if you have good reason to expect funding for your grant application, you may incur expenditures for allowable items and activities of your project up to 90 days before the beginning of your grant without prior approval of US/ED. However, US/ED is under no obligation to reimburse you for any expenditures in the event that no grant is awarded or the grant awarded is for an amount less than expected.

Q. *Can an NRC revise its budget by transferring funds between approved budget line items?*

The budget transfer amendment allows NRCs to make budget revisions without prior approval from the Department except for revisions described in EDGAR 75.25(c). NRC grantees are advised to make budget revisions that are reasonable, allowable, and necessary for successful project implementation. Excessive revisions to the project budget indicate potential weaknesses in project planning and administration.

Q. ***Can an NRC add or delete an approved budget line item?***

Maybe. Grantees should fax a request for the desired action to the appropriate ED program officer for review. Requests must include information to justify the added or deleted budget line item and must be signed by the appropriate project official. Whether or not a change constitutes a change in the scope of proposed activities is of importance.

Q. ***One of our scheduled NRC activities has to be postponed for completion in another budget period than originally proposed. Is this allowed?***

Yes. You can carry over money from Year 1 to Year 2 or from Year 2 to Year 3 to complete an approved activity. However, you cannot carry over money from Year 1 to Year 3.

Q. ***Can we buy a computer for our NRC with grant money?***

Technically, yes. However, **limited grant funds combined with programmatic considerations preclude the use of NRC funds for the purchase of standard office equipment during the FY00-FY02 cycle**. Another important consideration is the Government Performance and Results Act of 1993 (GPRA), which requires the US/ED to assess the effectiveness of its programs. As partners in this endeavor, grantees should expend grant funds for line items that enable them to develop activities that respond to the legislative intent of the NRC program, and that demonstrate grantees' capacity to institutionalize and quantify the success of the activities. Using NRC funds to purchase standard office equipment is an operational activity, and therefore inconsistent with the overall intent of the GPRA.

Computers, photocopiers, fax machines and typewriters constitute standard office equipment that should be included in the institution's commitment to the NRC. Using grant funds to purchase these items is not a wise use of grant funds and does not represent an investment in the long-term strengthening of the NRC's instructional or outreach programs. The institution should provide the NRC with all necessary standard office equipment, including equipment for visiting scholars.

Grantees who indicated in their application that their institutions provide standard office equipment, are advised not to use grant funds to purchase equipment because they were allocated evaluative points in response to this information under the selection criterion, "Commitment to the Subject Area on which the Applicant Focuses."

Grantees who did not include equipment in the budget of their original application are not allowed to use grant funds to purchase equipment without IEGPS staff approval since doing so would constitute a change in the approved project scope.

Q. ***What is the difference between a carry-over of grant funds and a no-cost extension of the project period?***

"Carry-over" refers to using funds from Year 1 in Year 2 or funds from Year 2 in Year 3. A "no-cost extension" allows grantees to extend, *one time*, the end date of the project period of their grants for a period of up to 12 months in order to allow extra time to complete activities that are within the approved scope and objectives of the project. The extension cannot be used to exhaust unexpended funds i.e. spending "left-over" funds on new activities or the enhancement of approved activities.

Here are the appropriate terms corresponding to funds originally budgeted for each year of the FY00-FY02 grant:

> August 15, 2000-August 14, 2001: ***carry-over***
> August 15, 2001-August 14, 2002: ***carry-over***
> August 15, 2002-August 14, 2003: ***no-cost extension***

Carry-Overs

Q. ***For what reason can we use a carry-over of grant funds?***

The purpose of a carry-over is to allow you to complete activities within the approved scope of the application that could not take place during the preceding 12-month budget period.

Q. **Do I need to submit a request to carry-over funds from Year 1 to Year 2 or from Year 2 to Year 3?**

You need to submit a request to carry-over funds only if there is a change in scope.

Q. **When do we need prior approval for a carry-over of grant funds?**

You need prior approval for program or budget administrative actions that would constitute a change in the scope of approved activities (EDGAR 75.25 (b) and (c)). You are encouraged to contact your program officer with questions or concerns regarding the necessity of approval. Please read the Title VI NRC (34 CFR Part 656) regulations carefully.

You do not need prior approval if you have ensured that:

1. The change is for activities that are within the approved scope of the application.
2. The change will not bring priority spending below the amount required for the budget period.
3. The actions taken do not violate federal statutes, regulations, and the grant conditions.
4. Any action taken or expenditure made will meet the test of reasonableness, allocability and allowability.
5. All actions are well documented and would withstand a review by an auditor or investigative body.
6. The change does not require the need for additional Federal funds.

Q. **When do I need to submit a carry-over request?**

You do not need to request approval for a carry-over unless it involves a change in scope. If you are unsure if your carry-over constitutes a change in scope, please contact your program officer.

No-Cost Extensions

Q. **For what reason can we use a no-cost extension of grant funds?**

An NRC may extend the end date of the project period (i.e. at the end of the final budget period) for a period of up to 12 months if additional time is needed to complete already approved activities. The extension cannot be implemented merely for exhausting unexpended funds.

Q. **Do I need to submit a request for a no-cost extension?**

You must submit a letter to US/ED informing us of your need for a no-cost extension at least 10, *but preferably 30 days* prior to the end of the grant period. The letter should include the length of time you need the grant extended and the reason you need the grant extended. Requests submitted after the end of the grant period cannot be processed as we cannot retroactively change the grant end date.

Q. **What information do I need to submit with a no-cost extension notification?**

If, near the end of your third year, you determine a no-cost extension will be necessary to complete approved activities, you must inform your program officer in writing at least 10 days prior to the end of the grant period. The extension cannot be implemented merely for exhausting unexpended funds. Please mail or fax your program officer a letter, signed by the principal investigator that includes:

- a description of the activities that did not take place during the project period and your plan for completing them during the extension period.

- a budget for the extended grant period (for no-cost extensions, please include the proposed end date).

Please keep in mind that if you determine that a no cost extension is needed, you must notify the Department at least 10 days before the project period expires. If you should submit the request after the project period has ended, we cannot guarantee that your notification will be processed such that your grant will not be closed out in the Grant Administration and Payment System (GAPS) and effectively cutting off grant funds needed during the extended period.

DOMESTIC AND FOREIGN TRAVEL:

Q. *What travel information do we need to include in our budget?*

Include the number of trips, purpose of the trip, position of traveler, approximate cost per trip, and (if foreign travel) world area destination. For example:

> *4 faculty to Latin America for research, conferences,*
> *study abroad linkages, transportation, per diem @ $1200/trip* $4800

Q. *Do we need to obtain IEGPS approval for foreign travel that is listed in our approved budget?*

Yes. IEGPS staff approval is required prior to all foreign travel supported in part or in full by NRC funds.

Q. *When do we submit requests for travel approvals?*

Submit travel approval requests **at least 30 days** prior to the departure of the traveler. Requests submitted after the deadline might not be approved, and therefore can not be supported with NRC funds. Travelers should be advised not to make irrevocable travel arrangements prior to receiving the official written approval of IEGPS staff.

Q. *Can we obtain retroactive approval for foreign trips already taken?*

No. Approval is required prior to the departure of the traveler because IEGPS informs US embassies of upcoming travel.

Q. *Do we have to use an American carrier if it would be less expensive to use a foreign airline for the same route?*

Yes. Expense is not a valid reason for non-compliance with the requirements of the Fly America Act. All travel supported by federal grants must comply with this law.

Q. *Since we pay for the ticket in advance, is it OK to fund a trip for which the traveler will depart before the end of the budget period but return after?*

Yes. However, if the traveler will be returning after the end of the project period, you must inform US/ED that a no-cost extension is necessary.

Q. *Can we use NRC funds to support student travel?*

Although the program regulations allow the use of NRC money to support *transportation* costs for (a) undergraduates enrolled in a formal program of supervised study, and (b) graduate students traveling to research sites or conferences, **limited grant funds combined with programmatic considerations preclude the use of NRC funds for student travel during the FY00-FY02 cycle**. The purpose of the NRC program is to support activities that contribute to the long-term strengthening of the NRC's academic and outreach programs. Support for student travel does not contribute to long-term strengthening of a NRC's programs.

GENERAL ADMINISTRATION:

Q. *Should all requests to US/ED be signed by the principal investigator?*

All requests involving use of grant funds, budget revisions, or programmatic changes must be sent to US/ED by the principal investigator. If the request will result in the issuance of a revised Grant Award Notification, then the request must include the signature of the principal investigator.

Q. ***What do we do when we change principal investigators?***

The grantee institution submits a letter requesting the change and includes a current CV of the new principal investigator. If your institution is part of a consortium, *the **lead institution*** (actual grant recipient) sends (by fax or mail) to the program officer a letter requesting approval for a change in principal investigator and a current CV of the new director. The lead institution is then issued a revised Grant Award Notification reflecting the change. ***Partner institutions*** send a letter and CV to the program officer but do not need to request approval.

Q. ***Can we use NRC funds to conduct outreach that serves foreign constituencies?***

Outreach activities funded with NRC monies should serve US rather than foreign constituencies because the statute focuses on improving language, area and international studies in the United States.

Q. ***Are ethnic studies relevant to Title VI?***

Generally, no. Ethnic or multicultural studies tend to focus on US society and therefore are not eligible for funding under Title VI.

Q. ***How often can we expect a site visit from IEGPS program staff?***

IEGPS travel funds are limited. While staff would like to be able to visit every grantee during the course of a grant cycle, funding constraints prohibit frequent site visits. Staff will notify you in advance of a planned visit to your institution.

Q. ***IEGPS staff make 3-year grant recommendations at the beginning of the grant period. Why do we need to submit annual performance reports?***

In compliance with EDGAR, IEGPS staff use the annual performance reports to: (a) monitor grantees' progress toward completion of the approved grant activities in order to recommend continuation funding; (b) make budgetary adjustments; and (c) collect data which allow IEGPS staff to analyze the impact of the grant programs. Continuation funding decisions are based on (a) information provided in the reports; (b) past performance on US/ED grants; and (c) Congressional appropriations.

Q. ***Will our NRC automatically receive the funding amounts originally recommended for subsequent budget periods?***

No. Funding levels can change due to a variety of factors, including annual Congressional appropriations, grantees' progress toward completion of the grant activities, and grantees' past performance on US/ED grants.

Q. ***We have an internal and external review of our NRC every few years, and our students evaluate their courses and instructors. Is this a comprehensive evaluation plan?***

No. These assessments are important elements of an NRC's evaluation plan, but NRCs should also consider instituting mechanisms to evaluate individual grant-supported projects and services. Activities that lend themselves to ongoing evaluation include, but are not limited to: courses, professional development workshops, conferences and lecture series, curricula, instructional and outreach materials development projects, distance learning courses, websites, and teacher resource centers. NRCs should also incorporate evaluative procedures into their oversight arrangements and planning strategies.

CONTACTING IEGPS STAFF:

Q. ***Whom do I contact with questions about NRC administration?***

Cheryl Gibbs: *Asia and Pacific Islands*
    phone: 202-502-7634; fax: 202-502-7860; e-mail: cheryl_gibbs@ed.gov

Ed McDermott: *Eurasia, Europe and Middle East*
    phone: 202-502-7636; fax: 202-502-7860; e-mail: ed_mcdermott@ed.gov

Karla Ver Bryck Block: *Africa*
    phone: 202-502-7632; fax: 202-502-7860; e-mail: karla_verbryckblock@ed.gov

Amy Wilson: *Canada, International, Latin America*
    phone: 202-502-7689; fax: 202-502-7860; e-mail: amy_wilson@ed.gov

Answers to Commonly-Asked FLAS Questions

Q. **Who is eligible to receive a FLAS fellowship?**

Graduate students who are US citizens or nationals or permanent residents and who are enrolled (or accepted for enrollment) in a program that combines modern foreign language training with international or area studies or with the international aspects of professional or other fields of study.

Q. **Can we award a FLAS to an undergraduate student?**

No. The program law specifies that only graduate students are eligible award recipients.

Q. **Can we award a summer FLAS to a student who will have graduated in the spring?**

Possibly. Although the program regulations specify that students must be "enrolled or accepted for enrollment," you might be able to arrange with your registrar to retain the student on an "enrolled" basis until the end of the summer. Call your program officer to discuss this situation.

Q. **Can we offer a FLAS award to a student from another institution?**

Yes, as long as the student and his/her language program meet the FLAS program eligibility requirements.

FLAS REQUIREMENTS AND USES OF AWARDS:

Q. **For what time period is a FLAS awarded?**

A FLAS can be awarded for either a full academic year or a summer.

Q. **What are the requirements for using a FLAS award?**

FLAS fellowships are awarded for:

(1) a formal domestic or overseas academic program of full-time study during the academic year,

(2) dissertation research abroad during the academic year, or

(3) a formal program of intensive language study during the summer.

Only students who are at the advanced level of language proficiency can be approved to use a FLAS for *dissertation research*. The use of language in dissertation research must be extensive enough to be able to consider the foreign language improvement facilitated by the research equal to the improvement that would be obtained from a full academic year's worth of formal classroom instruction. Given that the legislative intent of the FLAS fellowship program is language acquisition and that the US/ED has a separate dissertation fellowship program (Fulbright-Hays Doctoral Dissertation Research Abroad Program) with an annual competition, use of the FLAS program for dissertation research is not encouraged by US/ED.

Students wishing to use an award for a formal *study abroad program* must be at the intermediate or advanced level of language proficiency, or at the beginning level if an appropriate beginning language program if the student's language is not available in the United States.

Q. **What are the course requirements for academic year FLAS fellows?**

Academic year FLAS fellows who are not approved for overseas dissertation research must be enrolled in both language and area or international studies courses. This is why FLAS fellows are asked to list their entire course load during the award period on the Student Performance Report. Academic year FLAS fellows conducting dissertation research must be extensively using foreign language sources at the advanced level in order to be considered to fulfill the

requirement. The academic year FLAS award should provide the fellow with the equivalent of a full academic year's worth of formal language training.

Q. **Can a FLAS award be used to participate in an internship program?**

Generally not, because an internship program constitutes neither a formal academic program of full-time study nor overseas dissertation research. Contact your program officer about the specific case if you feel it meets the full-time study requirement.

Q. **Is a FLAS fellow allowed to work during the fellowship award period?**

FLAS fellows are free to work during the award period but can not be required to work in exchange for the FLAS fellowship. Regardless of work status, all FLAS fellows are required to be engaged in full-time foreign language and area/international studies course work or dissertation research during the academic year and in intensive language study during the summer award period.

Q. **Should I be receiving credits for all study conducted while holding a FLAS?**

Yes. US/ED expects that students receiving FLAS fellowships will receive full credit from the programs they attend. Particular attention should be paid when students are using the FLAS away from the grantee institution to ensure that appropriate credits will be transferred to the student's transcript.

SELECTING FELLOWS AND MAKING AWARDS:

Q. **What procedures do we follow when selecting FLAS fellows?**

Follow the procedures outlined in your original application for FLAS funding. Any deviations from these procedures should be discussed with your program officer.

Q. **Can we make single semester/quarter awards during the academic year?**

Generally, no. A FLAS award period is either a full academic year or a summer. However, there are three situations that might allow a grantee to make a single semester or quarter award:

> *(1) if a FLAS fellow forfeits his/her grant during the award period, thereby making monies available for a subsequent semester or quarter, or*

> *(2) if a FLAS fellow graduates in December and therefore is unable to use the award during the rest of the academic year, or*

> *(3) if a FLAS fellow receives funding for one of the two semesters from another source that is at least the monetary equivalent of a FLAS.*

In all three cases, the grantee must provide the other "half award" to an additional student during the second semester to avoid leaving a student without funding for the latter part of the academic year.   An alternative use of funds would be to support additional summer fellowships. Any of the above 3 situations should be explained in the Notes Section of the FLAS Institutional List.

Q. **Can a student receive both a FLAS and another fellowship during the same award period?**

Generally, yes. Program regulations do not prohibit a student receiving another fellowship during the FLAS award period. Cost-sharing with other funding sources is possible under the FLAS program, as long as "double-dipping" is avoided. For instance, the FLAS award should not pay an institutional payment if the other funding source covers the student's tuition and fees. It is also possible for the student to receive subsistence monies in excess of the FLAS student subsistence allowance if the excess is paid from another source. We encourage grantees not to award a FLAS to a student who is receiving sufficient support from an alternative funding source because this is not the best use of scarce FLAS monies.

Q. Can a student begin an academic year award in the spring and continue using the same award to study through the summer and fall?

No, for two reasons:

(1) there are two discrete FLAS award periods per year, the academic year and summer;

(2) the budget period for FLAS fellowships ends August 14 and carry-overs are not allowed.

A student who, due to special circumstances, is unable to use the FLAS academic year award during the academic year forfeits his/her award in favor of the next highest-ranked applicant who is able to use the award.

Q. Can an academic year FLAS recipient take a semester or quarter off and finish work for the award period during the summer or following academic year?

No. Students who do not fulfill the requirements of the FLAS during the original award period forfeit their awards.

Q. What are the priorities for making FLAS awards to students?

Grantees should adhere to any priorities listed in their applications in response to the "FLAS Awardee Selection Procedures" evaluation criterion.

The August 1999 application notice for grants during the fiscal year (FY) 2000-02 (academic years 2000-01, 2001-02, 2002-03) cycle did not announce competitive priorities for the FLAS Fellowships program. However, the purpose of the FLAS program is to ensure continued national competence in foreign languages and area and international studies expertise. Because the national competence in the more-commonly-taught languages is not immediately threatened, the preference for awarding FLAS fellowships should continue to be for the less-commonly-taught languages. Furthermore, the Government Performance and Results Act (GPRA) requires the US Department of Education to justify continued program funding based on outcomes. For these reasons, program staff strongly encourage grantees to consider the following recommendations in selecting FLAS fellows:

(1) Make fellowship awards to students in a variety of humanities and social science disciplines, as well as professional fields.

(2) Assign lowest consideration in the selection of fellows to:

· students who already possess language fluency equivalent to educated native speakers in the language for which the award is sought, including dissertators; and

· students who are taking the first 12 semester hours or the equivalent in Chinese, French, German, Japanese, Russian, and Spanish.

(3) Award fellowships for language study as opposed to dissertation research or writing.

Q. Can we hold one competition and give FLAS awards to an individual student for multiple award periods?

No. It is expected that you will hold an open, merit-based competition to select fellows for each of the individual award periods (i.e., Academic Year and Summer).

Q. Is there a limit on the number of FLAS awards a single student can receive?

The program law and regulations do not specify a limit of the number of award periods during which a student may receive a FLAS. Grantees have the discretion to set their own limits. However, a student may not receive more than one FLAS award per award period (Academic Year or Summer).

Q. Can we make FLAS awards in Latin, Sanskrit, Greek, Classical Chinese, Old Church Slavonic or other ancient languages?

Usually not since FLAS fellowships are to support the study of _modern_ foreign languages. Contact your program officer for a ruling on the specific request.

Q. *Can we set our own FLAS rules and requirements over and above the legislative and regulatory rules?*

Yes, as long as the rules you set do not conflict with the statute and federal regulations or the selection procedures you outlined in your grant application narrative.

IEGPS APPROVALS:

Q. *When do we need to obtain prior program office approval for FLAS awards?*

Prior approval from the program office is required for all FLAS awards to be used abroad. Please refer to the *"Requesting FLAS Approval"* table for details regarding the specific information required.

Program office approval is also required for all domestic dissertation research/writing awards, since program officers need to ensure that all FLAS fellows will improve their language skills to the same extent as if they had engaged in a full year's equivalent of formal language training.

Q. *When do we need to submit requests for overseas study or research approvals?*

Approval requests should be submitted **at least 30 days** prior to the departure of the traveler. Any overseas program requests submitted after this deadline might not be approved, in which case they can not be supported with FLAS funds. Travelers should be advised not to make irrevocable travel arrangements (such as airline reservations) prior to receiving the official approval of IEGPS program staff.

Q. *What are the guidelines for determining whether a summer language program is "intensive?"*

The program office policy for "intensive" language programs is a minimum of 120-180 contact hours of instruction, depending on the level and language of study. Students at the beginning and intermediate levels are expected to attend programs offering a minimum of 140 contact hours, while advanced students may attend programs with fewer hours (but not less than 120). The summer FLAS award should provide each fellow with the equivalent of a full academic year's worth of language instruction, so students should be encouraged to attend a program that is a minimum of 6 weeks in length.

Q. *How do I know whether the student has chosen a quality language program?*

First, check with language faculty on campus to see whether anyone is familiar with the program; second, call your program officer to find out whether the program has been approved for summer FLAS use in the past and whether former students' comments on the quality of instruction are readily available. Finally, feel free to consult with other FLAS programs in your area.

MONEY ISSUES:

Q. *Can we use extra institutional payment monies from tuition/fee rates under $10,000 to supplement tuition/fee rates over $10,000?*

No. For institutions with tuition and fee rates greater than $10,000, the difference between the actual rate and the $10,000 fixed institutional payment <u>must</u> be waived or paid from non-Title VI funds. <u>FLAS funds resulting from tuition rates that are lower than the $10,000 institutional payment can not be used to supplement institutional payment monies for tuition rates higher than $10,000.</u>

Q. *Our tuition rate is low. Can we use extra institutional payment monies to buy books for the FLAS fellows, to supplement their subsistence allowances, or to fund other program activities?*

No. The regulations require that any institutional payment monies in excess of actual tuition and fee costs be used to fund additional fellowship awards to the extent that enough money is available to pay a full subsistence allowance. If the excess amount is less than a full summer

subsistence allowance ($2,400), then extra monies can be used to provide travel awards to summer FLAS recipients to can be pooled with other FLAS programs to create one full award. Travel awards can not exceed $1000 or the actual cost of travel, whichever is less.

Q. ***Can we pool any leftover FLAS monies with other institutions to create an additional FLAS award?***

Yes. This option arises most frequently for summer FLAS awards. The other option for using leftover FLAS monies is to make travel awards (not to exceed $1000, the amount designated in the application notice) to summer FLAS candidates traveling to off-campus language programs. You are also free to use excess funds to pay travel awards to other FLAS grantees' summer FLAS fellows. The other FLAS grantees do not necessarily need to be in your world area.

Q. ***Can we pay a summer FLAS recipient's tuition but not subsistence allowance?***

Not unless the student will receive an equivalent or higher subsistence allowance from another source for the same award period. A summer FLAS award must consist of full tuition plus any required fees *and* the student subsistence allowance. Cost-sharing with another organization to create full awards is allowable, but the student can not be expected to share the cost or to work as a research or teaching assistant in exchange for the FLAS fellowship.

Q. ***If a summer FLAS recipient wants to attend a program with tuition and fees that are higher than the summer FLAS institutional payment, can we expect the student to cover the additional tuition cost?***

No. If the institutional payment for summer awards is not sufficient to cover the cost of full tuition and fees for the language program, the grantee institution must find supplemental funding or arrange a tuition break with the program to ensure that the student is not required to carry any of the cost of the program. If the institution is unable to arrange supplemental funding, the student should be advised to select an alternative language program which does not exceed the institutional payment.

Q. ***We have more FLAS money available than viable candidates for summer FLAS awards. What should we do?***

There are several options:

(1) Coordinate with other FLAS programs in your world area to make summer FLAS awards to eligible candidates from other institutions.

(2) Coordinate with other FLAS programs in other world areas to make summer FLAS awards to their eligible candidates.

(3) Make travel awards to the eligible candidates in conjunction with their FLAS awards.

Please note that these situations indicate that the center has either requested more fellowship money than its program needs or has inadequately advertised the FLAS program to all potential candidates. Every effort should be made to ensure that fellowship monies are spent during the specified budget period.

Q. ***If a summer program's fee includes cost of room and board, do we pay the student the $2,400 subsistence allowance as well?***

No. The subsistence allowance is meant to pay personal expenses including room and board. If these costs are already paid by your institution in the tuition/fee payment, you should not pay the student for the same costs. Ask the program for an exact breakout of what the program fee covers and subtract the cost of room and board from the student's subsistence allowance. Pay the student the remainder of the subsistence allowance, if any, to ensure the student receives a full award. If the program charge for room and board exceeds $2,400, the student is expected to pay the remainder of the charge.

Q. ***Can we use excess FLAS monies to support NRC activities?***

No. FLAS monies can only be used to support FLAS fellowships.

Q. *Can we supplement our FLAS funds with NRC grant monies?*

No. The purposes and funding of the two programs are distinct.

Q. *If a student has been selected for a US/ED funded Group Projects Abroad (GPA) language program, may we give them travel money?*

No. The GPA pays all of the student's overseas costs (i.e., room and board and tuition/fees) which means he/she has a full GPA fellowship. FLAS travel awards are to be made only to students receiving a FLAS fellowship. (see related question in following Travel Awards section)

Q. *If the GPA program has selected the maximum number of students it can fund with Fulbright-Hays monies but is willing to take more students if they can pay their way, can we award those student FLAS fellowships?*

Yes. However, you must award the student the full FLAS fellowship including the $2,400 summer subsistence allowance. The student can then make arrangements to pay the GPA-grantee institution for his/her room and board needs out of the subsistence allowance if he/she is able to utilize the GPA-organized room and board. The cost of this generally is $1,800 which means the FLAS fellow would then have remaining money to buy books or pay for in-country travel.

Q. *Can the GPA grantee institution charge the FLAS fellow a fee for domestic costs?*

No. A FLAS is used either in the US or overseas. Costs for both domestic and overseas portions of an overseas summer program may not be charged to the FLAS fellow. There is an expectation of cost-sharing in the GPA program which means that costs such as domestic administration, program publicity, and the 2/9th salary of the US director should be borne by the grantee institution or sponsoring organization and not paid with federal funds.

Q. *When do we submit requests for travel approvals?*

Submit travel approval requests **at least 30 days** prior to the departure of the traveler. Requests submitted after the deadline might not be approved, and therefore can not be supported with FLAS funds. Travelers should be advised not to make irrevocable travel arrangements prior to receiving the official written approval of IEGPS staff.

Q. *Can we obtain retroactive approval for foreign trips already taken?*

No. Approval is required prior to the departure of the traveler because IEGPS informs US embassies of upcoming travel.

Q. *Can we give travel awards in conjunction with academic year FLAS awards?*

No. The application notice specifies that travel awards can be given only in conjunction with summer FLAS fellowships.

Q. *Can we give travel awards to students who do not have summer FLAS fellowships?*

No. Travel awards can only be made to defray the summer FLAS recipient's costs of traveling to and from the program site.

Q. *Are we required to give each summer award recipient a travel award?*

No. Travel awards are not required components of FLAS awards. They represent an optional method of distributing extra monies that result from tuition rates that are lower than the institutional payment.

Q. *May we give a summer FLAS recipient a travel award that exceeds the actual cost of travel?*

No. Summer travel awards are limited to $1,000 or the actual cost of travel to and from the program site, whichever is less.

Q.   *Can we give a summer FLAS recipient money to support research-related travel while the student is abroad?*

No. The purpose of the summer FLAS is to support intensive language study, and travel awards support only the travel from the US to the language program site and back. Summer FLAS awards do not support research.

REPORTING:

Q.   *In addition to the FLAS Institutional Lists and the Student Performance Reports, do we have to complete a narrative annual performance report?*

Yes. The Annual Performance Report is required of all NRC and FLAS grantees. Please see the instructions for the specific reporting requirements of FLAS grantees.

Q.   *Can students who receive FLAS fellowships for consecutive award periods submit a single student performance report covering both award periods?*

No. Students are required to submit, through EELIAS, a separate student performance report for each award period.

Q.   *How do I get a student who has disappeared to complete the Student Performance Report?*

Try to track the student down through his/her peers and/or advisor and/or the university alumni office. If you have exhausted all channels and are still unable to obtain the required performance report, send your program officer an official letter of explanation for the file (we give credit for effort!) and consider adopting measures which will ensure better luck next time. For instance, include a statement in the award letter establishing the terms and conditions of the fellowship, link the distribution of the fellow's last subsistence allowance payment to receipt of the performance report.

Q.   *How should the Student Performance Reports be submitted?*

Students should submit the Student Performance Reports on-line through EELIAS.

CONTACTING IEGPS PROGRAM STAFF:

Q.   *May we refer students with their FLAS questions to our program officer?*

We would prefer you do not. Since grantees are allowed to establish their own program rules in addition to ours, we do not like to be put in the position of potentially contradicting some of the grantees' program rules and practices. The FLAS Fellowships Program is an institutional grant program; therefore, we request that all communications be relayed through the grantee's designated project director or FLAS Coordinator.

Q.   *Whom do I contact with questions about FLAS administration?*

Feel free to contact your program officer:
Cheryl Gibbs: *Asia and Pacific Islands*
    phone: 202-502-7634; fax: 202-502-7860; e-mail: cheryl_gibbs@ed.gov
Ed McDermott: *Eurasia, Europe and Middle East*
    phone: 202-502-7636; fax: 202-502-7860; e-mail: ed_mcdermott@ed.gov
Karla Ver Bryck Block: *Africa*
    phone: 202-502-7632; fax: 202-502-7860; e-mail: karla_verbryckblock@ed.gov
Amy Wilson: *Canada, International, Latin America*
    phone: 202-502-7689; fax: 202-502-7860; e-mail: amy_wilson@ed.gov

HELPFUL HANDOUTS

Sept. 2000

DOMESTIC STUDIES AND TITLE VI

BACKGROUND: The Title VI grant programs support foreign language, area and international studies. The study of the following groups, territories and languages is considered to be domestic studies and is therefore ineligible for Title VI funding:

- *communities of immigrants in the United States;*
- *American Samoa, Guam, Puerto Rico;*
- *any other US territory or protectorate;*
- *Hawaii and the Hawaiian language; and*
- *native North American languages.*

ETHNIC STUDIES: Projects focusing on ethnic groups or immigrant populations in the US can not be conducted with Title VI funding. Comparative projects including the United States or its border territories may only use Title VI funding to support the non-domestic elements.

AMERICAN SAMOA, GUAM, PUERTO RICO: Projects focusing on American Samoa, Guam, Puerto Rico, or any other US territories or protectorates are considered "domestic studies" and can not be conducted with Title VI funding. Comparative projects including these areas may only use Title VI funding to support the non-domestic elements. Historical projects including the regions as part of a larger area might be eligible for support; grantee centers must seek the approval of IEGPS staff before undertaking such historical projects.

HAWAII AND HAWAIIAN LANGUAGE: Projects focusing on modern Hawaii and the Hawaiian language can not be conducted with Title VI funding. Historical projects including Hawaii as part of the South Pacific might be eligible for support; grantee centers must seek the approval of IEGPS staff before undertaking such historical projects.

NATIVE NORTH AMERICAN LANGUAGES: Projects focusing on North American indigenous languages other than those studied in the context of Canada or Mexico can not be conducted with Title VI funding.

FOREIGN TRAVEL APPROVAL REQUEST

National Resource Center and Foreign Language and Area Studies Fellowships Programs (CFDA 84.015)

The regulations governing NRC and FLAS grants require that grantees receive International Education and Graduate Programs Service (IEGPS) approval prior to any foreign travel supported in part or in full by Title VI NRC grant funds and prior to using any FLAS fellowship for study or research abroad. This optional form reflects the information required by IEGPS in order to approve for foreign travel. If you choose to use this form for travel approval requests, please complete and fax or mail it to your program officer at least 30 days prior to the traveler's departure. IEGPS' fax number is **(202) 502-7860**. If alternative methods are used to submit requests, please include the information reflected on this form.

GRANTEE INFORMATION

Institution	**Phone**
World Area	**Fax**
Contact Person	**E-mail**

TRAVEL INFORMATION

Name of Traveler

Check appropriate box(es):

☐ **NRC Travel**

☐ **Administrator**

☐ **Faculty**

☐ **FLAS Travel**

Purpose of Travel *(if research or study, see below)*

Amount of NRC or FLAS Grant Funds to be Used and Purpose (e.g. airline ticket, per diem)

   $

Research Description	**Study Abroad or Intensive Language Program**
Please attach to this form a one-page project description indicating organization affiliation(s) and contacts, topic, research methods, and visa/research clearance status. For students, the description must include the student's language proficiency level and be signed by his/her advisor.	*Please attach to this form a program brochure or one-page program description (in English) indicating the courses that will be taken and the level of language proficiency.* **Summer Language Program** Total Contact Hours of Instruction: _____ # Weeks of Program: _____

ROUND-TRIP TRAVEL ITINERARY

Please provide full information for all legs including return trip.

Date of Departure	From City, Country	Date of Arrival	To City, Country	Air Carrier
Return				

Principal Investigator
Signature: _____   **Date:** _____

Requesting FLAS Approval

APPROVAL FOR:	EXPLANATION:	ACTION:
Language eligibility	For a language not listed as eligible in your grant information, or for a new language added during the 3-year cycle.	Written request to program officer (s eligibility information sheet).
Use of an academic year fellowship abroad for full-time foreign language and area/international studies coursework	Academic year only.	Written request to program officer. I needed: student name, language ar program name and location, anticipa courses/topics.
Use of a summer fellowship abroad for intensive language study	For intermediate or advanced-level intensive language study, or beginning-level study when an appropriate course is not available in the US.	Written request to program officer. I needed: program brochure (in Engli translation), student name, language number of contact hours of classroo dates of program.
Use of an academic year fellowship either __abroad or domestically__ for dissertation research	Academic year only. FLAS recipient must be at the _advanced_ level of language proficiency.	Written request to program officer. I needed: student name, language, c page research description signed by topic, research methods, host countr dates, and explanation of how langua

* Approvals should be obtained prior to making irrevocable airline reservations.

FLAS Reporting Table

REPORT:	EXPLANATION:	ACTION:
Summer List Final	For the summer that has just ended.	EELIAS
AY Interim List	For the academic year that is just beginning; all approvals for study abroad must be obtained at least 30 days in advance of travel.	EELIAS
Student Performance Reports: Summer	Students complete one report via EELIAS.	FLAS Coordinator will monitor subm EELIAS to ensure all are submitted.
AY Final List	For previous academic year.	EELIAS
Student Performance Reports: AY	Students complete one report via EELAIS.	FLAS Coordinator will monitor subm EELIAS to ensure all are submitted.
Summer List Interim	For the summer in progress; all approvals for study abroad must be obtained at least 30 days in advance of travel.	EELIAS
Revised Lists	When awardees are added or dropped.	EELIAS
Annual Performance Report	Narrative of Annual Performance Report is required to address FLAS program. See instructions for more detail.	EELIAS

THE COST-OF-EDUCATION ALLOWANCE SYSTEM OF ALLOCATING FLAS AWARDS

All applicants base their funding requests on standard institutional payment and student subsistence allowance rates announced in the Application Notice. The rates for the FY00-FY02 funding cycle (academic year 2000-2001 through summer 2003) are represented in the following table.

FLAS AWARD RATES FOR FISCAL YEARS 2000-2002		
	Academic Year Award	**Summer Award**
Institutional Payment	$10,000	$3,600
Subsistence Allowance	$11,000	$2,400
Total	$21,000	$6,000

By submitting an application for FLAS fellowships, the institution of higher education agrees to accept the institutional payment in lieu of full tuition and required fees for each fellowship award granted . Institutions with tuition rates that are lower than the institutional payment must apply any monies in excess of full tuition and fees toward additional fellowships. For institutions with tuition rates greater than $10,000, the difference between the actual rate and the $10,000 fixed institutional payment <u>must</u> be paid from non-Title VI funds. **FLAS funds resulting from tuition rates that are lower than the $10,000 institutional payment can not be used to supplement institutional payment monies for tuition rates higher than $10,000 [34 Code of Federal Regulations (CFR) Part 657.31(a)(3)].** The International Education and Graduate Programs Service (IEGPS) allocates numbers of fellowship awards to successful applicants. Grantees are required to make at least the numbers of awards allocated. Grantees can not make fewer than the allocated number of awards without IEGPS approval.

See the handout, *Answers to Commonly-Asked FLAS Questions,* for more information about FLAS budgets.

Foreign Language and Area Studies (FLAS) Fellowships Program
International Education and Graduate Programs Service
US Department of Education • Washington, DC 20006-8521

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How to Obtain Language Eligibility for FLAS Fellowships

The authorizing legislation governing the Foreign Language and Area Studies Fellowships program requires determination of language eligibility for FLAS awards. The pertinent regulation is listed in 34 CFR §657.2(b) and reads:

> *In teaching those modern foreign languages for which an allocation of fellowships is made available, the institution must be either using a program of performance-based training or developing a performance-based training program.*

To approve language eligibility for FLAS awards, the IEGPS staff needs to determine that the language program adheres to this legislative requirement.

If you would like to make awards in a language for which you do not currently have eligibility, IEGPS staff asks institutions with FLAS allocations to provide information showing that the instructor or instructors are using or developing a performance-based language training program. Please send a letter to your program officer requesting approval to award FLAS fellowships in the language, including one or more of the following types of information about the program or the instructor's experience in performance-based language instruction.

- Participation (**past, present, or future**) *by the instructor(s) of the language* in a workshop on language pedagogy.

- Training of the instructor(s) in general concepts of proficiency testing or in testing for English as a Second Language.

- Work by instructional personnel, preferably in cooperation with specialists in the same language at other institutions, on revision of instructional materials or preparation of tests (when not already available or in preparation) that take into account performance concepts.

- Evidence in the language instructors' vitae of training in concepts of language pedagogy.

- Data showing how the performance of students, at the end of each year's study, compares to national standards.

- Information about plans for actual testing of students using national norms (when they exist).

- The hiring of a language pedagogy specialist to re-evaluate and revise language training -- if connected to the language of the application, and if the revision includes adaptation to national standards.

- Students' participation in nationally-recognized summer programs that are using, or developing, nationally-accepted testing and standards.

Note: We do not assume that an instructor's background in linguistics includes training in performance-based language instruction. In the future, please include this information as part of, or in addition to, the instructors' vitae.

Suggestions from FLAS Coordinators on How to Increase the Success Rate for Collecting FLAS Student Performance Reports

♦ Make reporting a moral imperative. The simple act of clearly stating and reinforcing the expectation that reports be submitted has often proven very effective.

♦ Set 100% as the FLAS Administration Staff goal for submission of reports. Though seemingly obvious, expecting this kind of staff commitment underpins the effectiveness of this approach. Not only is this goal reasonable, as reporting is a condition of the grant agreement in accordance with section 74.51 of Education Department General Administrative Regulations (EDGAR), it is also realistic because many institutions consistently achieve perfect FLAS reporting.

♦ Inform students about the reporting requirement in writing. In the initial award letter, emphasize that reporting is a condition of accepting the fellowship.
   • Explain the potential consequences of not submitting the student performance report:
     Jeopardy of future federal funding - the negligence of one student affects other recipients
   • Impediment of US/ED's efforts to collect and analyze data used to justify continued funding from the Congress

♦ Give non-reporting consequences more "teeth":

   Tie the disbursement of funds to the submission of the report.
   Put a hold on registration for non-reporters.
   Put a hold on diplomas for non-reporters.
   Require non-reporters to repay fellowship funds.

♦ Strengthen the cohesiveness of the FLAS student community by hosting social events such as picnics. This may foster a unified sense of responsibility regarding the importance of submitting their student reports.

♦ Set a 2-week deadline for the submission of academic year reports; make sure that this deadline falls before students leave campus.

♦ After the deadline, follow-up with letters, telephone calls and e-mails to those students whose reports are missing.

Foreign Language and Area Studies (FLAS) Fellowships Program
International Education and Graduate Programs Service
US Department of Education • Washington, DC 20006-8521

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FLAS FELLOWSHIP PROGRAM: BACKGROUND INFORMATION FOR SELECTION COMMITTEES

PURPOSE OF PROGRAM: The Foreign Language and Area Studies (FLAS) Fellowship Program is predicated on the belief that "The security, stability, and economic vitality of the United States in a complex global era depend upon American experts in and cit izens knowledgeable about world regions, foreign languages, and international affairs, as well as upon a strong research base in these areas." (Title VI Part A, Section 601(a)(1)).   FLAS fellowships strengthen the nation's ability to respond to security th reats and to compete effectively in the modern world by promoting foreign language competence and area and international knowledge and by ensuring the continuance of area expertise in a variety of fields, including academe.

ELIGIBILITY REQUIREMENTS FOR APPLICANTS: FLAS program regulations (34 Code of Federal Regulations (CFR) Part 657.3) specify that eligible applicants must be:

(1) graduate students; and

(2) US citizens, nationals, or permanent residents; and

(3) accepted for enrollment or enrolled in a p rogram that combines *modern* foreign language training with international or area studies or with the international aspects of professional or other fields of study.

Additionally, applicants should present plans for the fellowship award period which corresp ond to the eligible uses of FLAS fellowships.

ELIGIBLE USES OF FLAS FELLOWSHIPS: There are two types of FLAS fellowships:

(1) Academic Year FLAS fellowships are awarded for a full academic year to students engaged in:

    (a) a formal overseas or domestic program of full -time language and area or international studies coursework; or

    (b) *full-time dissertation research abroad. The use of the foreign language in the dissertation research must be extensive enough to be able to consider the language improvement facilitated by the research equal to the improvement that would be obtained from a full academic year's worth of formal classroom instruction. Given that the legislative intent of the FLAS fellowship program is language acquisition and that the US/ED has a separate dissertation fellowship program, use of the FLAS program for dissertation research is not encouraged by US/ED.*

(2) Summer FLAS fellowships support students enrolled in:

    (a) formal domestic programs of intensive language study at the beginning, i ntermediate or advanced level; or

    (b) formal overseas programs of intensive language study at the intermediate or advanced level; or

    (c) formal overseas programs of intensive study at the beginning level of languages for which appropriate equivalent instruction is not available in the United States.

For the purposes of this program, "intensive" summer language programs are those which offer a minimum of 120 contact hours of advanced -level language instruction and 140 contact hours of beginning- or intermediate-level instruction. In order to be considered intensive, summer language programs should generally last a minimum of 6 weeks; longer programs are preferable because they are more likely to provide the student with the equivalent of a full year of langu age study.

REQUIREMENTS FOR USING FLAS AWARDS OVERSEAS: All fellowships to be used abroad must be approved in advance by the International Education and Graduate Program Service (IEGPS) staff.

(1) Overseas study programs: Students wishing to use an academic year or summer FLAS for a formal overseas study program must be at the intermediate or advanced level of language proficiency, or at the beginning level if appropriate equivalent instruction is not available in the United States.

(2) Dissertation research: Only students who are at the advanced level of language proficiency can be approved to use a FLAS for dissertation research.

SELECTION PROCEDURES: Grantees are advised to follow the "FLAS Awardee Selection Procedures" outlined in the original application for FLAS funding. Any deviations from these procedures should be discussed with IEGPS staff.

The selection of FLAS fellows should support the purpose of the FLAS Fellowship Program. In addition to evaluating each applicant's qualifications, IEGPS encourages grantees to consider the quality of the proposed study plan and its relation to the applicant's needs and career objectives.

RECOMMENDED PRIORITIES FOR AWARDING FLAS FELLOWSHIPS: Grantees should adhere to any priorities listed in their applications in response to the "FLAS Awardee Selection Procedures" evaluation criterion.

The purpose of the FLAS program is to ensure continued national competence in foreign languages and in area and international studies. Because the national competence in the more-commonly-taught languages is not immediately threatened, the preference for awarding FLAS fellowships should continue to be for the less-commonly-taught languages. Additionally, the Government Performance and Results Act requires federal agencies to justify continued program funding based on outcomes. For these reasons, IEGPS strongly encourages grantees to consider the following recommendations in selecting FLAS fellows:

(1) Make fellowship awards to students in a variety of disciplines and professional fields and with a variety of career goals (e.g. business, government, healthcare, academe, etc.); and

(2) Assign lowest consideration in the selection of fellows to:

(a) students who already possess language fluency equivalent to educated native speakers in the language for which the award is sought, including dissertators; and

(b) students who are taking the first 12 semester hours or the equivalent in Chinese, French, German, Japanese, Russian, and Spanish.

(c) students who are applying for dissertation research or writing as opposed to students applying for language acquisition.

(3) Do not give extra consideration to the varying tuition rates of students. Limit consideration of the applicant field to applicants' qualifications and study plans to ensure that dissertators are not given undue preference over equally- or more-qualified candidates with non-academic career goals. This will help to reinforce recommendation (1).

FLAS Fellowships for "Non-Traditional" Languages

BACKGROUND: Every so often IEGPS receives a request to approve a FLAS fellowship award to a student studying: (1) a language that is not traditionally associated with the grantee center's world area or (2) a Western European language that is utilized in a less-commonly studied region.

> *Example 1: a student studying Japanese immigrants in Peru might wish to study Japanese rather than Spanish.*

> *Example 2: a student studying Indonesia would like a FLAS for Dutch*

IEGPS considers and approves such awards on a case-by-case basis rather than issue to the grantee center blanket eligibility to make FLAS awards in the "non-traditional" language. This allows program staff to assess the extent to which the FLAS candidate's experience, coursework, foreign language competence and research objectives qualify as that of a specialist in the area for which the fellowships were originally allocated.

However, please be aware that in the case of Example 2, IEGPS expects that such a student would have already completed significant study of a local language such as Indonesian.

PROCEDURE: Grantees submit to their program officer the following information:

- the name of the student and purpose of the award;

- the student's previous experience, linguistic background and coursework relating to the area of the award;

- the "non-traditional" language and the student's current level of proficiency; if conducting research, the student must have adequate competence (i.e. advanced level proficiency) in the language(s) of research to accomplish the research objectives;

- if enrolled in a language course, evidence that the language is performance-based [see *Program Information Guide* handout, "How to Obtain Language Eligibility for FLAS"];

- if conducting research, a one-page project description, signed by the dissertation advisor, outlining the subject matter and research methodology, indicating the extent to which the foreign language will be used, and identifying the student's intended dates of travel; and

- a brief explanation of how the "non-traditional" language study (and related research) will help develop the student's expertise regarding the area of the award.

  > *Example: the student's plan to analyze Japanese immigrants' participation in Peruvian local politics requires an in-depth examination of community newspapers written in Japanese.*

  > *Example: the student's plan to conduct archival research on Indonesian colonial history which includes documents in Dutch.*

- if FLAS funds are to be used for overseas or dissertation research, a request for travel approval submitted at least 30 days prior to travel [see the "Foreign Travel Approval Request" form in the *Program Information Guide*].

The IEGPS program officer reviews the information and issues an approval or disapproval based on the extent to which the student fulfills FLAS eligibility requirements and the extent to which the award supports the development of an area specialist.

Foreign Language and Area Studies (FLAS) Fellowships Program
International Education and Graduate Programs Service
US Department of Education • Washington, DC 20006-8521

Sept. 2000

REPORTING

Instructions for Completing Annual and Final Performance Reports:

EELIAS Performance Reporting

NATIONAL RESOURCE CENTERS (CFDA 84.015A)

and

FOREIGN LANGUAGE AND AREA STUDIES FELLOWSHIPS (CFDA 84.015B)

FY2000 - FY2002

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB cont rol number. The valid OMB number for this information collection is **1840-0759**. The time required to complete this information collection is estimated for National Resource Centers (84.015A) to average 3 -5 hours per response after the 00-01 reporting period, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. Estimates for the 00 -01 reporting period are up to 70 hours. This figure is based on the time needed to adapt reporting to electronic collection, review instructions, collect data, and complete and review the information collection.

For Foreign Language and Area Studies (84.015B), the estimated time required for performance reporting is 3 hours per response four times annually, or twelve hours per year. The estimates for this reporting include the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. The FLAS Fellowshi p student performance reports have an estimated completion time of a half hour per student; this value is unchanged from the paper -based report. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:**

U.S. Department of Education
Washington, D.C. 20202-4651

If you have any comments or concerns regarding about *your individual submission* of this form, write directly to:

Program Officer
Advanced Training and Research Team
International Education and Graduate Programs Service
U.S. Department of Education
6th Floor, 1990 K Street, NW
Washington, D.C. 20006-8521

OVERVIEW:

To receive a continuation award, recipients of grants under the National Resource Centers (NRC) and/or Foreign Language and Area Studies (FLAS) Fellowships programs must submit an annual performance report. These annual performance report instructions are designed to provide the U.S. Department of Education with the information needed to determine whether recipients have made substantial progress toward meeting their project objectives. (See Sections 75.118, 75.253 and 75.590 of the Education Department General Administrative Regulations (EDGAR).

The Department of Education is using a new performance reporting system for the FY 00-02 grant cycle. The Evaluation of Exchange, Language, Area and International Studies (EELIAS) system is being implemented by the Department to improve reporting, ease analysis, and to comply with the 1993 Government Performance and Results Act (GPRA) and the 1995 Paperwork Reduction Act (PRA).

Under a grant from IEGPS's International Research and Studies (IRS) Program, the National Foreign Language Center (NFLC) is developing the EELIAS system, an on-line reporting and evaluation system for the fourteen programs authorized by Title VI and Fulbright-Hays to meet the requirements of GPRA and PRA. For both NRC and FLAS, annual performance plans were developed to set specific program goals, to identify resources required to reach the goals, and to describe the progress that will occur during each fiscal year. Performance indicators and data reporting instruments for both programs were developed in close cooperation with IEGPS staff and representatives from the NRC and FLAS communities. The indicators and instruments for these have been approved by the Office of Management and Budget (OMB) to replace the current reporting instruments.

The development of EELIAS as a web-based system for performance and data reporting reduces reporting burden because respondents are increasingly using web-based technology to interface with funding agencies to obtain information, and to submit grant applications and performance reports. NRC and FLAS grantee institutions have the necessary resources, which enable them to adapt from paper-based reporting to electronic reporting. Using electronic collection will be potentially less time-consuming. This should become apparent after the first year's implementation for the programs because respondents will better understand the EELIAS system and the performance data requirements, thereby reducing the time needed to collect and input data. EELIAS information will help program officers identify the kinds of technical assistance grantees require, including ways to improve grant administration, ways to enhance the activities being conducted, and effective strategies for networking and collaborating with other programs and projects.

PROCEDURES:
For more information on EELIAS performance reporting and instruments please go to the following address: **http://www.nflc.org/projects/eelias_ui.asp** The EELIAS system is projected to be on-line in January 2001.

Each grantee will be given a login and password for accessing the EELIAS system. Grantees can use the assigned password and login or change them. Project Director will be responsible for all information entered into the EELIAS system [see sections 75.118 of EDGAR]. We recommend Project Directors work closely with NRC and FLAS staff to ensure that reporting information and data are submitted correctly.

NRC REPORT:

Upon accessing the NRC reporting section of the EELIAS system there are eighteen screens to complete. The information collection includes four narrative sections, twelve GPRA sections, one budget section and an optional section for sending in attachments. Not all information will be collected every year, therefore, a chart has been provided below that outlines what information is required and when.

The purpose of the narrative sections is to get information that cannot be easily gathered from the GPRA data. The first narrative page allows grantees to provide an updated abstract for the grant. The second page is to provide an overview of project status. The third section is solely for reporting significant changes to the project from the approved grant application. The last section allows grantees to explain any exemplary activities or accomplishments during the current grant year.

The twelve GPRA pages are predominantly the information previously collected either through degree/discipline, degree/career or outreach reports. The new sections include course lists for both language and the area/international courses, instructional resources developed and a publications list. Collectively, the GPRA information will help to show the value of activities conducted with the NRC funding and provide data for measuring the performance indicators.

NRC SCHEDULE:

IEGPS is maintaining the same due dates for most parts of the annual performance reports as in the previous cycle. However, the language and area/international course lists will be due in September rather than March. This will allow grantees to report course offering for the entire Academic Year. The table below shows what data are due and the dates for reporting. System prompts will be added to the system to aid in completing the reports. Grantees will be able to access a performance report until 11:59 p.m. on the date that the report is due. After the due date, grantees must contact their Program Officer to submit the report. Continuation awards can not be processed until performance reports have been reviewed by IEGPS staff [see EDGAR Section 75.118].

NRC Annual Performance Report Schedule

Report Due[1]	Page(s)	GPRA	Dates for Reporting
April 1, 2001	**Nar. 1-4**	**Report Narrative**	**August 15, 2000- March 31, 2001**
	GPRA 3	**Development of Instructional Resources**	**August 15, 2000- March 31, 2001**
	GPRA 4	Publications	N/A
	GPRA 5	Bachelor's Program Graduates Discipline [2]	N/A
	GPRA 6	Master's Program Graduates Discipline [2]	N/A
	GPRA 7	Doctoral Program Graduates Discipline [2]	N/A
	GPRA 8	Bachelor's/Master's Graduate Placements [3]	N/A
	GPRA 9	Doctoral Graduate Placements [3]	N/A
	GPRA 10	**Outreach [4]**	**August 15, 2000 - March 31, 2001**
	GPRA 11	**Resource Leveraging**	**August 15, 2000 - March 31, 2001**
	GPRA 12	**Participation in International Exchanges**	**August 15, 2000 - March 31, 2001**
	Budget 1	**Budget**	**August 15, 2000 - March 31, 2001**
September 1, 2001	**GPRA 1**	**Language Course List**	**00-01 Academic Year & Summer**
	GPRA 2	**Area/International Course List**	**00-01 Academic Year & Summer**
April 1, 2002	**Nar. 1-4**	**Report Narrative**	**April 1, 2001- March 31, 2002**
	GPRA 3	**Development of Instructional Resources**	**April 1, 2001- March 31, 2002**
	GPRA 4	Publications	N/A
	GPRA 5	**Bachelor's Program Graduates Discipline [2]**	**00-01 Academic Year**
	GPRA 6	**Master's Program Graduates Discipline [2]**	**00-01 Academic Year**
	GPRA 7	**Doctoral Program Graduates Discipline [2]**	**00-01 Academic Year**
	GPRA 8	**Bachelor's/Master's Graduate Placements [3]**	**00-01 Academic Year**
	GPRA 9	**Doctoral Graduate Placements [3]**	**00-01 Academic Year**
	GPRA 10	**Outreach [4]**	**April 1, 2001- March 31, 2002**
	GPRA 11	**Resource Leveraging**	**April 1, 2001- March 31, 2002**
	GPRA 12	**Participation in International Exchanges**	**April 1, 2001- March 31, 2002**
	Budget 1	**Budget**	**April 1, 2001 - March 31, 2002**
September 1, 2002	**GPRA 1**	**Language Course List**	**01-02 Academic Year & Summer**
	GPRA 2	**Area/International Course List**	**01-02 Academic Year & Summer**
November 13, 2003	**Nar. 1-4**	**Report Narrative**	**April 1, 2002 - August 14, 2003**
	GPRA 1	**Language Course List**	**02-03 Academic Year & Summer**
	GPRA 2	**Area/International Course List**	**02-03 Academic Year & Summer**
	GPRA 3	**Development of Instructional Resources**	**April 1, 2002 - August 14, 2003**
	GPRA 4	**Publications**	**August 15, 2000 - August 14, 2003**
	GPRA 5	**Bachelor's Program Graduates Discipline [2]**	**01-02 and 02-03 Academic Years**
	GPRA 6	**Master's Program Graduates Discipline [2]**	**01-02 and 02-03 Academic Years**
	GPRA 7	**Doctoral Program Graduates Discipline [2]**	**01-02 and 02-03 Academic Years**
	GPRA 8	**Bachelor's/Master's Graduate Placements [3]**	**01-02 and 02-03 Academic Years**
	GPRA 9	**Doctoral Graduate Placements [3]**	**01-02 and 02-03 Academic Years**
	GPRA 10	**Outreach [4]**	**April 1, 2002 - August 14, 2003**
	GPRA 11	**Resource Leveraging**	**April 1, 2002 - August 14, 2003**
	GPRA 12	**Participation in International Exchanges**	**April 1, 2002 - August 14, 2003**
	Budget 1	**Budget**	**April 1, 2002 - August 14, 2003**

[1] *If due date falls on a weekend, report due following Monday*
[2] *Formerly Degree/Discipline Report*
[3] *Formerly Degree/Career Report*
[4] *Elementary & Secondary; Postsecondary Institutions; and Business, Media, and the General Public Activity Tables are all on one page now.*

FLAS INSTITUTIONAL REPORT:
FLAS reports are accessed separately from the NRC reports. The institutional reports consist of one page, with four tabs corresponding to the four types of reports: interim academic year, final academic year, interim summer and final summer. When an institutional list is due, the FLAS Coordinator will log in, go to the appropriate tab(s), and input the information on each student. Data fields for EELIAS will be the same as the paper forms. Additional narrative space has been provided on the form for explanations regarding particular students, cost-sharing and other information relevant to the institutional list.

FLAS STUDENT PERFORMANCE REPORT:
Project Directors and FLAS Coordinators will be responsible for managing student performance reports. They will control student login names and passwords and make sure that all reports are submitted. Once a student is issued a login and password, he or she will be able to access the EELIAS system from any internet capable computer. The student will fill in information about his or her study program.

REPORTING SCHEDULE:
IEGPS is maintaining the same due dates for submission of Institutional Lists and Performance Reports as in the previous cycle. The chart below lists the dates for FLAS lists and reports. Grantees will be able to access the required lists and report(s) until 11:59 p.m. on the date that the report is due. After the due date, grantees must contact their Program Officer to submit the report. Continuation awards can not be processed until performance reports have been reviewed by IEGPS staff [see EDGAR Section 75.118].

FLAS Performance Report Schedule

Due Date[①]	FLAS Institutional Lists	FLAS Student Perf. Reports
September 1, 2000	00-01 Interim Academic Year (AY)	None
June 1, 2001	00-01 Final AY Report and 01 Interim Summer	00-01 AY Reports
September 1, 2001	01 Final Summer and 01-02 Interim AY	01 Summer Reports
June1, 2002	01-02 Final AY Report and 02 Interim Summer	01-02 AY Reports
September 1, 2002	02 Final Summer and 02-03 Interim AY	02 Summer Reports
June 1, 2003	02-03 Final AY Report and 03 Interim Summer	02-03 AY Reports
September 1, 2003	03 Final Summer	03 Summer Reports

① *If due date falls on a weekend, report due following Monday*

APPLICATION NOTICE, STATUTE, AND REGULATIONS